

March 24, 1997

Dear Colleague:

I am pleased to present the Office for Victims of Crime (OVC) Discretionary Program Application Kit for Fiscal Year 1997. OVC was created to help ensure justice and healing for our nation's crime victims. It carries out this broad mandate by funding crucial victim services, supporting training and technical assistance for the diverse professionals who work with crime victims, and developing programs to enhance victims' rights and services.

The solicitations in this year's kit reflect OVC's goal of comprehensive, holistic approaches in which the victim's needs are central, and in which victim service providers, allied professionals, and members of the private sector and the community at large join to provide a safe, supportive, and healing environment for all victims.

This year's application kit offers both innovative programs that address areas of unmet need, and other programs that build on those announced and funded in recent years. In FY96 OVC funded its first urban demonstration site by launching the Victim Services 2000 initiative in Denver, Colorado. Subsequently a second community, Travis County, Texas, was funded as a mixed urban/rural site, and this year OVC will fund one rural site. In addition, OVC is funding a number of symposia and focus groups to elicit feedback from the field on promising practices and areas for further action, such as ways that the private sector and communities of faith can better assist crime victims. Other similar projects address victims of mentally ill offenders, campus crimes, and terrorism. The kit also contains a solicitation for a major initiative to design training and technical assistance for jurisdictions implementing automated victim notification systems, cutting-edge technologies that can make crime victims' rights a reality. Finally, OVC is again offering two open-ended solicitations, the Concept Papers for FY98 and Action Partnerships with Professional Organizations.

One of the many satisfactions of working in OVC is witnessing the evolution of creative ideas into sophisticated projects that improve the quality of crime victims' services--and thus, of real people's lives. I look forward to your proposals and ideas for advancing justice and healing for all of our nation's crime victims.

Best regards,

Aileen Adams
Director

Directions for Requesting Information and Application Kits

Office for Victims of Crime (OVC)

Competitive Discretionary Grant Programs for 1997

Each of the programs described in Section I, Program Announcement is assigned to an OVC Program Manager who has carefully researched and developed the solicitation. For specific questions about a particular program, please contact the appropriate Program Manager whose name and telephone number are listed at the end of the solicitation. For general information, please call Diane Wells at 202/616-1860 or Yvonne Jones at 202/616-3566.

If you or your organization plan to publicize this kit or any of the program descriptions in journals, periodicals, or newsletters, on the Internet, or in any other form, contact the Program Manager responsible for that program and verify the information you plan to make public. Incorrect and misleading information published about the goals of OVC's discretionary programs in prior years has resulted in grant applications that are not responsive to the solicitation and cannot be considered. We wish to avoid this waste of applicants' precious resources.

To request application kits or forms, call the OVC Reply Line at 202/616-1926 or write to: Office for Victims of Crime, 633 Indiana Avenue, NW, Washington, D.C. 20531-0001. Applications may also be downloaded from the OVC homepage on the World Wide Web at <http://www.ojp.usdoj.gov/ovc/>.

Marti Speights and Susan Laurence of the Special Projects Division coordinated the production of this document, with the editorial assistance of Melanie Smith and Ashley Oliver. Production responsibilities were carried out by Yvonne Jones.

Table of Contents

Introduction	1
Application Process	2
Due Dates	2
Eligibility Requirements	3
Section I: Program Announcement	
Victim Services 2000	4
Implementing Customized Victim Notification Technologies	13
Promising Practices Videotape	16
Assisting Victims of Campus Crimes	18
Promising Practices: How Religious and Spiritual Communities Assist Crime Victims	20
Action Partnerships with Professional Organizations	22
Assistance for Victims of Terrorism Abroad	23
Victims of Mentally Ill Offenders	25
Symposium on Public-Private Partnerships to Enhance Victim Assistance	27
National Crime Victims Rights Week Kit	29
Telemarketing Fraud Prevention, Public Awareness, and Training Activities	30
National Symposium for Victims of Federal Crime	33
Victim Assistance In Indian Country Guide Book	35
Indian Nations: Justice for Victims of Crime Conference	37
Section II: Application Kit	
Application Checklist	39
Instructions for Application Narrative	40
Procedures for Selection	42
Selection Criteria	43
Administrative and Financial Requirements	44
Grant Funds Must Supplement and Not Supplant	44
Audit Requirement	45
Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements	45
Civil Rights	45
Program Monitoring	46
Reporting Requirements	47
Publications	48
Suspension or Termination of Funding	48

Section III: Concept Papers for Fiscal Year 1998	49
Format and Content	51
Selection Criteria	52
Submission Requirements	52
Concept Paper Due Date	52

Forms Appendix

Application for Federal Assistance (SF 424) Form
Instructions for Completion of the Application for Federal Assistance (SF 424)
Sample SF 424 Form
Budget Detail Worksheet Form
Sample Budget Detail Worksheet Form
Assurances Form
Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements
Disclosure Form to Report Lobbying
Single Audit Act Information
Civil Rights Information
Sample Non Supplant Letter
Accounting System and Financial Capability Questionnaire (Only fill out this form if you are a new grantee who has not received Federal funds in the past.)

Introduction

The Office for Victims of Crime (OVC) was created by the Victims of Crime Act of 1984 (VOCA) to improve our nation's response to crime victims. It fulfills this mission through administering formula grant programs that support a network of victim assistance and compensation services; managing training, technical assistance, and demonstration grant programs designed to benefit crime victims; and creating programs that result in crucial direct services for victims of Federal crimes.

These programs are funded by the Crime Victims Fund, which comes from the fines, penalty assessments, and bail forfeitures of Federal criminal offenders -- not from tax dollars. Deposits in the Fund for FY97 total nearly \$529 million dollars, the highest amount in its history. Of this amount about 90% is distributed directly to the states in formula grants to help fund critical victim assistance and compensation programs. Approximately \$14.5 million is available this year in discretionary funds to support diverse training and technical assistance efforts, services for Federal crime victims, and demonstration programs. In addition, under the Children's Justice Act, \$1.5 million is allocated for programs to improve the handling of child abuse cases in Indian Country.

The theme of OVC's FY97 program plan and discretionary grant application kit is *Building Victim-Centered Systems*, which reflects the evolving sophistication of the victim services field and OVC's efforts to keep pace with its increasingly complex training and technical assistance needs. The theme is also indicative of OVC's graduation to a new level of program design, the goal of which is not solely to convey knowledge and skills, but also—and perhaps more importantly—to *effect systemic change*.

A victim-centered system is essentially one in which the rights and needs of crime victims are addressed and supported from the time that a crime is first reported to the resolution of the case and beyond. In such a system, all criminal justice professionals—from the law enforcement officer who first responds to the crime, to the probation or parole officer who supervises the offender back in the community—collaborate with local community service systems to ensure that each crime victim is supported, notified, and consulted during the criminal justice process, and referred to all the appropriate services that he or she may need.

Integral to the system's effectiveness is a strong, community-wide network consisting of law enforcement, prosecutors, the courts, corrections officials, health and mental health providers, the religious community, schools, legislative bodies, and the private sector, among others. Members of this network assume individual and collective responsibility for crime victims' well-being by working to ensure that victims' rights and needs are appropriately and adequately addressed.

This kit describes all of OVC's competitive discretionary grant programs; it does not include descriptions of continuation projects and non-grant activities. A summary description of all of OVC's discretionary activities for FY97 was included in the *Office of Justice Programs (OJP) Fiscal Year 1997 Program Plans*. OJP's combined program plan contains plans for OVC, the Bureau of Justice Assistance, the Bureau of Justice Statistics, the National Institute of Justice, and the Office of Juvenile Justice and Delinquency Prevention. The combined program plan does not contain application materials or directions for accessing competitive grant programs. It may be ordered by contacting the National Criminal Justice Reference Service at 1-800-421-6770.

Application Process

This application kit provides the necessary information and guidance for the preparation and submission of an application for an OVC discretionary program award. The kit should be used in conjunction with the Office of Justice Programs (OJP) *Financial Guide*. Copies of the Guide are available from the Department of Justice Response Center at 1-800-421-6770.

Section I of the application kit describes competitive programs, serves as a request for new proposals, and outlines program specific requirements. Section II presents general application requirements and includes the necessary application forms. Section III tells how to submit a concept paper for consideration in Fiscal Year 1998. To receive additional application kits, please call the OVC Reply Line at 202/616-1926 or write to: Office for Victims of Crime, 633 Indiana Avenue, NW, Washington, D.C. 20531-0001. Applications may also be downloaded from the OVC homepage on the World Wide Web at <http://www.ojp.usdoj.gov/ovc/>.

Due Dates

Applications for competitive programs **must be received** in OVC's mail room in 633 Indiana Avenue, NW, Washington, D.C., 20531-0001 by **May 30, 1997** with the exception of applications for the *Promising Practices Videotape* which are due **May 1, 1997**, applications for *Telemarketing Fraud Prevention, Public Awareness, and Training Activities* which are due **July 15, 1997**, and applications for *Action Partnerships with Professional Organizations* which are due **August 15, 1997**. Applications for all programs are due at OVC **by 5 p.m.** on the respective dates. Concept papers must be submitted to OVC by **November 3, 1997**. Applications can be mailed or hand-delivered. The point of contact for hand-delivered applications is James Stanfield in Room 303, 633 Indiana Avenue NW, Washington, D.C. 20531-0001.

Eligibility Requirements

Applications are invited from public and private nonprofit agencies and organizations. Applicants must demonstrate that they have the expertise and prior experience to successfully accomplish the project grant for which they are applying. Some of the individual program descriptions list specific eligibility requirements that applicants must meet.

Applicants who have questions about grant application requirements or who need assistance in completing the forms may contact Diane Wells, Administrative Officer, at 202/616-1860. For further information about specific grants, you may contact the OVC staff member identified at the end of the program description.

Section I: Program Announcement

RURAL VICTIM SERVICES 2000

Grant

Award Amount: In FY97, \$100,000 for one demonstration program; based upon grantee performance and availability of future funds, substantial continuation funding will be available for four subsequent years.

Award Period: One year, with potential continuations for four additional years.

Goal: To improve the range, quality, and accessibility of services available in rural communities to all types of crime victims by:

- a. Building an effective system of services through strengthening collaboration and cooperation among public and community-based agencies and organizations that work with crime victims;
- b. Developing or opening access to services and programs currently unavailable to assist victims, as additional components of an integrated system; and
- c. Increasing the awareness of the community of the needs and rights of victims.

Purpose: To support the development, in a rural community, of an integrated victim service system which will provide comprehensive, coordinated, and accessible services. During the first year of activities, the project staff will strengthen and extend existing collaborations among service providers, conduct a thorough assessment process to identify existing service needs, and develop a community-specific plan for a victim-centered system. In subsequent years, the staff will implement the plan, and structure the project to serve as a "laboratory" in order to mentor other rural communities committed to establishing similar victim-centered systems.

Background: Despite the increase in rights and services for crime victims during the past two decades, it is too often the case that victims must struggle to discover what rights they have, what services and other resources are available to them, and how they might access those services and resources. Victim services are often fragmented or unavailable locally.

In rural environments, additional obstacles affect the availability, timeliness, and quality of services for victims. Long distances can cause emergency services to arrive dangerously late and make longer-term services inaccessible to victims. A lack of information about victimization and victim assistance services, coupled with a social climate that discourages some victims from seeking or receiving assistance, serve to further isolate victims from help they may desperately need. Even if

victims seek help, it may be unavailable to them because of limited funding and staff resources.

In rural areas, resources may be stretched so thin that the safety net for crime victims depends upon good communication and working, collaborative relationships among service providers. Victim service agencies can overcome some of these consequences of limited funding and staff by coordinating with one another, with criminal and juvenile justice agencies, and with allied professionals who deal with crime victims.

The active involvement of community residents is another critical factor in addressing the needs of crime victims and of building an effective response to crime and its prevention. In fact, some rural communities have a tradition of handling problems informally, outside of the criminal justice system. While this approach is not always appropriate, official criminal and juvenile justice agencies can often deal more effectively with crime if they share some of the responsibility for maintaining public peace and safety with concerned citizens and other public and private agencies. Some communities have developed restorative or reparative programs that concentrate on helping to repair the harm caused by crime to the victim and the community, and that involve citizens as active participants in the justice process.

Rural communities have developed other innovative responses to assisting crime victims. One promising service model is a centralized administration of victim services in a county agency, where office space is made available for staff of private victim service agencies. Technology can also offer some helpful new resources for victims, such as the monitoring via closed-circuit television of sexual assault exams by a physician in a nearby city, and cellular telephones for battered women or stalking victims. Basic and advanced training for victim service providers can be made available via satellite downlinks at community colleges and police agencies.

In its FY96 Discretionary Program Plan, OVC included a solicitation for Victim Services 2000, saying it intended to fund a minimum of two demonstration sites, at least one in an urban area and another in a rural community. As a result of that solicitation, OVC received a number of proposals and has funded two -- one an urban community and the other a mixed urban/rural site. In the proposal review process, it became evident that some of the requirements of the solicitation were more appropriate for urban communities than for rural ones. The current solicitation has been revised specifically to address the special conditions and constraints found in most rural communities.

Program Strategy: The Rural Victim Services 2000 initiative aims to build a network of comprehensive, integrated services for crime victims that can flexibly respond to victims with interrelated needs. It will provide a seamless support system for victims that is respectful, culturally competent, and community-specific. Easily accessed services and simplified intake procedures are important program goals.

The program has three major phases: community planning and model development, component implementation, and training and information dissemination. During the first year, project activities will focus on community planning and model development. In the second year, the program will move into the model implementation phase. The third phase, training and information dissemination, will begin in the third year and continue until the end of the program. Since FY97 funding will only support phase one activities, this solicitation will focus on describing those activities, and applicants' proposals should also concentrate on addressing phase one issues.

First Year Activities: Community planning and model development.

In evaluations and assessments of many comprehensive community-based demonstration programs, one of the most frequently cited major difficulties is the planning process. In designing many of these programs, it was assumed that local agencies with diverse missions and histories could readily come together and agree to collaborate and to share resources in order to achieve a common purpose. All too often, the challenges of that first phase of program planning and the amount of time required to build a solid framework for a multi-year program have been seriously underestimated. The Annie E. Casey Foundation, which funded New Futures, a five-year program to prepare disadvantaged urban youth to lead successful and productive lives, described one of the major lessons learned from the program as follows: "We recognized the complexity of reaching both conceptual and practical consensus among diverse public, private, and community stakeholders, so the (Casey) Foundation has expanded the planning periods for its comprehensive reform initiatives. Moreover, new Futures taught us how much time it takes for broadly based collaborative decision-making bodies to gel."¹ Drawing from this and other similar experiences, OVC has built a year-long planning and model development process into the Victim Services 2000 initiative. During this initial phase, the program should accomplish the following tasks:

1. Build a Strong Leadership Body

One of the eligibility requirements for this grant is that a community must already have developed *some level* of multi-disciplinary services for crime victims. Consequently, some form of local planning, advisory, or governing body or coalition should already exist. The first major task during phase one is to augment the existing leadership body to ensure that it represents a broad cross-section of the local agencies, organizations, and other groups that deal with crime victims. It must also represent the racial/ethnic composition of the community. During the course of the first year, this body must formalize its collaborative relationships and responsibilities with signed memoranda of understanding. Members of this body should have sufficient authority within their agency and/or in the community to guide the development of an integrated system of services.

The program's leadership body should recruit representatives from:

¹: The Annie E. Casey Foundation, *The Path of Most Resistance: Reflections on Lessons Learned from New Futures*. Baltimore, Md: August 1995.

Victimized residents
Private and public victim service agencies
Existing local victim assistance networks or coalitions
Local law enforcement, including police and sheriff's departments
City and/or County District Attorney's and U.S. Attorney's Offices
Courts
City and/or County government
Local emergency response personnel
Medical providers
Mental health providers
Victim support groups
Youth
Schools
Juvenile justice professionals
Religious community

Other key participants might include:

State VOCA Victim Compensation and Assistance administrators
Media representatives
Local civic and business community
Professional associations
Corrections agencies
Institutions of professional education
State and Federal law enforcement
Senior citizens organizations

2. *Collect Information*

A variety of kinds of information is essential in order to create a plan that is truly responsive to the needs and rights of crime victims. The grantee must assess relevant legislation, policies, and procedural supports for victims, as well as gather basic statistical information on crime rates. It must survey agencies and recently victimized individuals on the types and quality of services and resources that are currently available and unavailable to crime victims. Special emphasis should be placed on identifying underserved populations or victims with special needs that are currently not being met. Linkages between services and programs must be identified, as well as gaps in the service delivery system which will need to be filled. Information about community attitudes, knowledge, and behavior in relation to crime, its reporting, and seeking assistance in its aftermath are all important. It may be helpful to seek some of this information from the broader community through holding public forums or town meetings. The data gathered during this initial stage will guide the strategic planning process.

3. *Develop the Community-Specific Model for Victim Services 2000*

The model should establish the framework that will sustain the comprehensive, integrated service system over time and through changes in leadership. It should describe the basic policies, procedural guidelines, management structure, and staffing plan of the system. These should address specific obstacles rural communities may encounter, including:

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- a. Limited prosecutorial staff, often consisting of one part-time prosecutor with scant resources;
 - b. Few sentencing options available for offenders;
 - c. Challenges presented by long distances, including:
 - Lack of public transportation, and sometimes private transportation as well;
 - Dislocations from home, work, or school for victims and their families;
 - Delays in emergency responses;
 - d. Difficulties in maintaining confidentiality, since victims and offenders often know emergency responders and other service providers.

The model should also describe the various programs and service components that will be included, their funding mechanisms, and the collaborative and cooperative linkages among them. The grantee should consider including as many as possible of the following program components:

- Community crisis response team
- Outreach services for minorities and other underserved populations
- 24 hour crisis hotline
- Crisis stabilization and short-term counseling
- Emergency shelter
- Child care
- Security repairs
- Personal advocacy
- Individual and group mental health counseling
- Victim support group facilitation
- Local emergency fund for victims
- Assistance in filing compensation claims
- Assistance in preparing victim impact statements
- Victim and community impact panels
- Special services for child victims
- Legal/paralegal counsel
- Court accompaniment
- Employer intervention
- Information about and referrals to other social, medical, and legal services
- Information and notification throughout the investigative, prosecution and sentencing, and post-disposition phases
- Victim offender mediation/dialogue
- Information about the criminal justice system
- Information about civil litigation
- Public education about victims' rights, needs, and services

In addition, sites may wish to integrate into their models some promising practices or programs that have been identified by current OVC grantees and that may be appropriate for their local community. These practices are in a variety of areas,

including community policing, prosecution, corrections, probation and parole, restorative justice strategies, and new technological techniques.

Sites may also wish to develop a corp of skilled trainers who can offer training to the professionals and practitioners who deal with crime victims. Training should cover both basic victim sensitivity and issues and services unique to the individual profession or role. The training function is one that will be expanded during phases two and three of the program.

4. Create an Implementation Plan

After developing a comprehensive program model, each site will create a detailed implementation plan which provides the blueprint for bringing the model to life. The implementation plan should list the activities and meeting schedules for the leadership body, major milestones of the program, time line, actual staffing patterns listing individual staff responsibilities, and a budget allocating Federal and local funding to support the delivery of services from the various program components. The implementation plan should cover phases two and three of the program over a four-year period. OVC anticipates the plan being adjusted and revised at various points over the course of the grant to accommodate new situations and resources and to respond to recommendations drawn from monitoring and assessment information.

5. Produce a Monitoring and Assessment Plan

Each site's leadership body must reach agreement on genuine outcome measures for program integrity and accountability, including interim benchmarks for the program's long-term objectives. With assistance from OVC and evaluation consultants, the site must develop mechanisms and procedures for monitoring the provision of services and the degree of collaboration/cooperation among victim service providers, criminal/juvenile justice personnel, and others who deal with crime victims. The monitoring plan should be able to determine the types of crime victims being served, specific services provided, community agency referrals made and other assistance received, and the effects and outcomes that can reasonably be associated with the program's handling of specific crime victims. In addition, it should include procedures to assess impediments to implementation and more general impacts of the enhanced comprehensive system on the community.

6. Document the Planning Phase

OVC requires sites to document their planning phase by recording information about the various meetings, activities, decisions, support and resources, and opposition that occur or evolve during the first year. This will create a history of the planning process that can prove helpful to the site in subsequent program phases and to other jurisdictions anticipating similar endeavors. An individual or agency should be designated as the project recorder with responsibility for collecting this process information.

Training and Technical Assistance Support

Soon after sites have been selected for funding, key representatives from each jurisdiction will convene at OVC offices in Washington, D.C. for a two day orientation meeting. Sites should budget for sending two representatives to this meeting. As the planning process gets underway, OVC will provide on-site technical assistance to address issues or facilitate community meetings as requested by the site.

OVC will also offer sites ongoing opportunities for training and technical assistance on a range of topics and from a variety of sources, from individual consultants and current OVC grantees such as the National Victim Center, National Organization for Victim Assistance, Victims Assistance Legal Organization, Victim Services Agency of New York, American Probation and Parole Association, International Association of Chiefs of Police, American Prosecutors Research Institute, Education Development Center, Mothers Against Drunk Driving, and the Center for Restorative Justice and Mediation at the University of Minnesota.

In most cases, these services will be offered free of charge, but some training may be available at locations some distance from the project site. In order to take advantage of those opportunities, applicants may wish to allocate some project funds to cover travel expenses for key people to attend the training events.

First Year Products

The major program products from the Planning and Model Development Phase include:

- Leadership Structure with Memoranda of Understanding
- Site Assessment Report
- Comprehensive Program Model and Implementation Plan
- Monitoring Plan
- Planning Process Report

Program Phases Two and Three

The other two phases of the project are Component Implementation and Training and Information Dissemination, which will take place after the first year of planning has been completed. Basically, the component implementation phase will involve following the plan that has been developed. While some new programs and services that fill identified service gaps or integrate new promising practices may be supported by funding from OVC, some will involve the redeployment or redirection of existing resources, including funds. It is anticipated that funds will be available based on the evolution of a local plan and capacity that is well enough developed and has enough support to encourage wise, timely, and well-targeted investments.

After sites are fully implemented, they will assume two additional functions: to serve as a training laboratory for victim service personnel from other communities and to produce information useful to others wishing to replicate or adapt their model.

Eligibility Requirements: To be eligible for consideration for this grant, applicants must meet the following criteria:

- Qualify as serving a rural community, which, for the purposes of this grant, lies outside the boundaries of a metropolitan area and includes no cities with populations greater than 100,000. Applicants' communities may define their own boundaries. It may be the case, however, that the most practical jurisdictions for supporting an effective victim-centered service system are counties or judicial districts. The proposal should include a description of what constitutes the "community" (e.g., its geographic area, population, ethnic composition, and general crime rates) and why that particular jurisdiction is appropriate for this initiative.
- Be a public or private agency or coalition of agencies which is centrally involved within the community in developing and coordinating victim services. The applicant must demonstrate a track-record of working in partnership with both criminal justice agencies and community-based victim service organizations.
- Demonstrate an existing baseline of established victim services within the community, which should include:
 - Victim-focussed policies and programs in criminal justice agencies
 - Nonprofit community-based victim services
 - Medical and mental health services available from public health agencies
- Substantiate a readiness on the part of other agencies that work with crime victims and within the community at-large to support this effort. In addition, we strongly recommend that applicants include documentation of support from the state administrators of Federal VOCA, Violence Against Women Act grants, and the county executive. The local United States Attorney's Office should be informed and consulted during the development of the proposal.

Application: Applicants must follow the guidance provided in Section II, Instructions for Application Narrative. In addition to following the general instructions in this Application Kit and providing the information listed above to establish eligibility, the following information, specific to this demonstration initiative, should be included as appendices:

- A listing of principle authors of the proposal and their agency affiliations. Also specify the individuals who participated in the planning process for this grant application.
- State legislation and local statutes and policies that would affect the operation and outcome of a Victim Services 2000 program.
- An overview of the agencies and organizations that currently assist victims, which might include such information as their distinguishing structural features; types of services offered; budgets; types/numbers of clients

served; and any short-term results or other evaluation findings. Also provide information on any service opportunities for crime victims to actively participate in volunteer, leadership, victim impact panels, or other activities.

- Memoranda of understanding and other formal commitments of partnership, collaboration, and cooperation between and among agencies.
- Names and descriptions of the capabilities and experience of all staff who will play lead roles in managing the overall program or its key activities, whether or not they will be paid directly by the OVC grant. Position descriptions should be included as appendixes. Identify the key decision makers and the lines of authority.

Application Due Date: May 30, 1997

Contact Person: Susan Laurence, 202/616-3573

IMPLEMENTING CUSTOMIZED VICTIM NOTIFICATION TECHNOLOGIES

Award Amount: \$150,000 in the first year, with continuation funding in a second cycle depending on the success of the project and the availability of funds.

Award Period: Up to two years

Goal: To ensure that crime victims receive timely notification of key criminal justice proceedings—a basic right and a cornerstone of true participation in the criminal justice system.

Purpose: To develop a training and technical assistance package that helps states to design and implement a victim notification system that is responsive to victims' needs, state laws, and administrative requirements. The package will consist of informational materials, a tool for assessing issues related to case information management, and procedures or plans for providing consultation and training to participating sites.

Background: Victim notification is a key crime victim right and a centerpiece of state constitutional amendments and bills of rights. Information about court dates and case decisions is critical to victims' informed and equitable participation in the criminal justice process. It can also be instrumental in the healing process by giving victims opportunities to make important, life-affecting choices. Information about offender status can give victims peace of mind or, if necessary, prompt them to seek protection.

Spurred by the passage of amendments and statutes, along with the need for more sophisticated ways to handle information -- and in some cases, by individual tragedy -- criminal justice agencies and some states are beginning to implement automated victim notification systems. In addition to helping victims, these systems eliminate costly staff time necessary for agencies to respond to routine victim calls and inquiries. (One state estimates that an average of 75 percent of the work time of staff in Clerk of Court offices, jails, and district attorney's offices is spent responding to victim requests for information.) In the event that a Constitutional Amendment is passed at the Federal level, crime victim notification will be a Federally guaranteed right, and states will be searching for ways to upgrade the systems that manage criminal justice case information in order to fulfill Federal law.

The scope of current victim notification practices is broad, defined by a variety of very specific factors and involving the array of professionals within the criminal justice continuum who come into contact with victims or have information that the victim needs. Ideally, victim notification is a process that begins with arrest and carries through pre-trial proceedings. It continues throughout the court case and follows case disposition, including incarceration (if the offender serves time) and later, community supervision. Some notification systems span this entire spectrum, while others handle only portions of the case process. In some systems, the professionals involved -- including law enforcement, prosecutors, judges, and corrections, probation, and parole personnel -- notify victims directly. In others, these professionals feed critical information to a statewide, county-wide, or

otherwise centralized system which is mandated to notify crime victims. Through this project, OVC will provide technical assistance that recognizes diverse notification processes and can be tailored to meet the unique needs of jurisdictions seeking to inform and notify victims.

Program Strategy: This solicitation invites applications for one grantee to conceptualize, develop, and implement a project to help jurisdictions design customized victim notification technologies. The project's first year will have three phases: development of a resource package; development of a technical assistance application process for jurisdictions; and assessment of three sites selected to receive training and technical assistance. If the project's first year is successful, second year funding will be made available for site-specific training and technical assistance. FY97 funding will support only first year activities; therefore, applicants' proposals should concentrate on first year project activities. Second year activities should be outlined, but should not be included in budget figures for the first year.

During the project's first year, the grantee will complete the following tasks and products:

1. A national-scope search of materials describing all facets of the process, by states or other jurisdictions, to develop and implement victim notification technologies and systems. These materials, which will form the basis of the resource package, should address:
 - Who is involved in the process, including victim service providers, agencies with a mandated responsibility to provide notification, government agencies, legislative or commissioned bodies, advocacy groups and coalitions, crime victims groups, etc.;
 - Guiding information such as relevant state legislation (e.g., assigning responsibility for victim notification), agency mandates, policies and procedures, measures to ensure confidentiality;
 - Cost-related information such as state, Federal, and private funding sources; funding cycles; system development and operating costs;
 - Technical information describing kinds of hardware and software, systems for collecting and managing information, and methods of victim notification;
 - Victim satisfaction data, if available;
 - Process-related information that describes planning, facilitating, and managing implementation of a victim notification system;
 - Information about local, state or national *sources* of training and technical assistance; and

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- Other relevant information such as media strategies, considerations related to political factors, etc.

The grantee will assemble the collected materials into a stand-alone resource package for states and jurisdictions seeking to establish automated victim notification systems. The resource package will include written guidance for users on each package component.

2. An application process for states and jurisdictions that seek technical assistance in establishing an automated victim notification system. The application process should include an application packet for states and jurisdictions; criteria and a methodology for selecting sites; and a means for securing a commitment from applicant agency heads to dedicate staff time and resources to the project. The grantee will select three sites to receive technical assistance.
3. A site assessment protocol and three site assessment visits and reports. The grantee will develop a site assessment protocol that addresses the process components bulleted above (under number 1). The grantee's site assessment protocol will serve as a tool to help both the grantee and the technical assistance applicants prepare for second year activities. The grantee will use the protocol at each of the three sites to identify needs, resources, and gaps; to assess site readiness to begin designing a system; and to facilitate the initial system planning process. Following each site visit, the grantee will write a detailed assessment report which includes site-specific recommendations for "next steps." In order to qualify for additional technical assistance in the second year, sites will be required to demonstrate that they have undertaken the recommended actions and are prepared to receive intensive, customized training and technical assistance.

All interim and final products are subject to OVC review and approval. If the project is successful, the grantee will receive continuation funding to return to the first year sites and provide further training and technical assistance.

Eligibility Requirements: Eligible applicants must demonstrate the organizational and financial capability to complete the first phase of this project successfully in the allotted 12-month period. Applicants should also demonstrate expertise in site assessment, process facilitation, and system design, as well as a solid understanding of victims' issues.

Application Due Date: May 30, 1997

Contact Person: Susan Laurence, 202/616-3573

PROMISING PRACTICES VIDEOTAPE

Award Amount: \$75,000

Award Period: 12 months

Goal: To illustrate examples of inclusive, collaborative, and coordinated approaches to serving crime victims and to encourage replication of these types of practices.

Purpose: To develop a videotape that highlights a number of “promising practices” or exemplary programs in the provision of services to crime victims.

Background: Communities across the nation are launching efforts to improve services to victims of crime and to break the devastating “cycle of crime.” Many of these efforts bring citizens, communities, public and human service agencies, and commercial and business sectors together in the response to victims of crime. These efforts include victim service centers that combine many services for crime victims under one roof; children’s advocacy centers; community-based policing, prosecution, and court programs; victim impact panels and educational classes; and victim notification systems.

In the past two fiscal years, OVC has funded promising practices grants in fields such as law enforcement, prosecution, judiciary, corrections, rural areas, and restitution. The grantee will work closely with OVC staff to utilize the information collected through the promising practices grant programs to identify and showcase the most promising of these comprehensive, coordinated approaches in a single videotape that will provide visual examples of creative practices at work across the country.

Program Strategy: This initiative will provide funding for a grantee to produce one professional quality 20-30 minute videotape on promising practices in victim services. The videotape should appeal to a broad audience, and should be culturally sensitive. It should also be closed-captioned for the hearing impaired. Information about each of the promising practices showcased should be printed on the videotape cover. OVC will assume responsibility for disseminating the videotape.

The production of the videotape will take place in two phases:

Phase I: Development of Products. During the initial phase of the grant, the grantee will work with OVC staff to identify the key promising practices to be highlighted in the videotape; articulate the approach to be used in the videotape (e.g. documentary or dramatization; color versus black and white); draft the videotape script or narrative; secure the subjects and film location; and secure technical staff to videotape and produce the sound track.

Phase II: Videotape Production. During this phase the grantee will film the videotape and produce the soundtrack; edit and produce a draft videotape; draft a brochure for OVC use in publicizing the videotape; finalize all products following OVC approval; and produce a final report on the project.

Upon completion of the project the grantee will furnish OVC with a master copy of the videotape as well as all video footage taken during the development of the video, and a camera-ready and floppy disk copy of the brochure for reproduction and dissemination.

Eligibility Requirements: Eligible applicants must demonstrate expertise in professional quality videotape production and the organizational and financial capability to oversee a project of this size and scope.

Application Due Date: May 1, 1997

Contact Person: Ashley Oliver, 202/616-3588

ASSISTING VICTIMS OF CAMPUS CRIME

Award Amount: \$60,000

Award Period: 12 months

Goal: To foster consistent and fair treatment of victims of campus crimes and to promote promising practices in campus victim assistance.

Purpose: To determine what is being done to assist victims of campus crime; to identify gaps in services; and to produce a report that describes best and worst case scenarios and makes recommendations for strengthening rights and services for victims of campus crime.

Background: College students can and do become victims of crimes such as assault, robbery, rape, and even murder. When these crimes occur, a serious investigation should be launched and victims should be accorded the rights and services given to victims who experience crimes on the city streets or in situations where local, state, or Federal law enforcement have jurisdiction for investigation and prosecution. Too often, students do not have the benefit of information about the case or victim assistance services that support healing.

Over the past decade, a number of significant events have brought the reality of campus crime to light. Civil suits brought successfully against higher learning institutions by victimized students and their families have made colleges and universities more diligent in their efforts to inform and protect the student body. The Campus Security Act of 1990, the Campus Sexual Assault Victims Bill of Rights, and Federal requirements for reporting hate crimes have also underscored the extent of campus crimes and the right of students to information about campus safety, appropriate procedures for handling student offenses, and victims' rights in the process. Students themselves have organized campus groups to promote violence prevention, education, and student codes of conduct. Despite these significant reforms, however, many students who are victimized continue to suffer not only from the crime itself, but also from systems that do not grant them protection, assistance, or rights in and access to administrative processes set up to handle student offenses.

Program Strategy: This solicitation invites applications for one grantee to develop a report for OVC and the field based on a search for current victim assistance practices, and to conduct one or more focus groups addressing the rights and needs of victims of campus crime. Project tasks and products include:

- Conducting a national-scope search for promising practices, policies, and procedures in campus crime victim assistance;
- Analyzing the collected material and drafting an assessment report which addresses the range of current campus victim assistance practices and cites model or promising approaches;

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- Defining a strategy for selecting 12 to 15 participants with expertise in or experience with a key facet of the issue;
 - Drafting a brief issue paper for focus group participants which defines the basic parameters of focus group discussion;
 - Identifying and securing a group facilitator who is skilled at eliciting information and objectively guiding the process;
 - Developing a focus group agenda and series of guiding questions;
 - Convening the focus group (or groups), recording proceedings, and debriefing participants;
 - Synthesizing the material gained from the national-scope search and the focus group or groups and identifying trends, deficits, and emerging issues;
 - Producing a succinct but in-depth *report* on major issues, gaps in services, promising practices, and recommendations to serve as an action plan for OVC and the field, and to be published as an OVC *bulletin*; and
 - Producing a dissemination plan that identifies a means for distributing the bulletin, as well as a list of appropriate recipients (e.g., colleges and universities, advocacy and student organizations, academic associations, etc.).

All interim and final products are subject to OVC review and approval. The published bulletin is intended to serve as a foundation for both OVC and members of campus communities in designing or enhancing effective responses to campus crime. OVC will assume the task of bulletin publication, but requires that the grantee submit a well-written and edited, camera-ready document in hard copy and on disk.

Eligibility Requirements: Eligible applicants must demonstrate the organizational and financial capability to complete this project successfully in the allotted 12-month period, basic knowledge of campus crime issues, and the ability both to conduct a national scope information search and to facilitate a focus group.

Application Due Date: May 30, 1997

Contact Person: Duane Ragan, Ph.D, 202/307-2021

PROMISING PROGRAMS: HOW COMMUNITIES OF FAITH ASSIST CRIME VICTIMS

Award Amount: \$75,000

Award Period: 12 months

Goal: To enhance the capacity of communities of faith to assist and minister to crime victims.

Purpose: To convene a symposium on promising crime victim assistance programs in communities of faith; to produce a symposium report describing the programs and how to become involved; and to generate recommendations for program replication and further action by OVC and the field.

Background: Crime victimization is an intimate and life-disrupting trauma. In crime's aftermath, some victims find that their faith is shaken or that their belief systems are called into question. Others victims may turn to a known and trusted member of their faith for solace and support. In either case, members of the victim's community of faith are in a unique position to assist, sustain, and counsel.

In the past, much faith-based work has focused on ministering to offenders rather than victims. The past ten years, however, appear to have brought an increase in the number and scope of faith-based programs established solely to help crime victims. Churches and communities of faith offer counseling and support groups, work to repair or replace victims' property, and provide victim services such as transportation and court accompaniment. In addition, through in-service training and instruction at the seminary level, many clergy have learned basic victimology and are thus better able to minister to crime victims' spiritual, emotional, and mental health needs.

This national-scope symposium will serve as a forum for sharing information about promising programs and practices underway within communities of faith. It will also provide an opportunity for members of these communities to develop an interfaith action plan, with recommendations for OVC and the field, on effective ways to minister to and assist crime victims.

Program Strategy: This solicitation invites applications for one grantee to conceptualize, plan, and convene a two day, national-scope symposium for clergy and lay representatives of communities of faith on promising programs and practices in assisting and ministering to crime victims. OVC encourages a broad approach that includes practices of diverse spiritual paths, such as faith-based restorative justice programs, Native American healing practices, and community outreach by African American congregations.

Products and tasks will include:

- Conducting a national-scope assessment of promising victim assistance practices and programs in communities of faith;

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- Analyzing the collected material and drafting an assessment report, to serve as the foundation for symposium planning, which addresses the range of programs and practices;
 - Defining a strategy for identifying symposium participants and an outline to guide participants in drafting discussion papers;
 - Developing a symposium agenda that addresses the structure and order of events, and defining the facilitation process (particularly for eliciting recommendations);
 - Convening the symposium and recording the proceedings;
 - Drafting a report, to be published as an OVC bulletin, which synthesizes assessment material and symposium proceedings, describes promising practices and programs, and sets forth recommendations for OVC and the field; and
 - Producing a dissemination plan which identifies the means for distributing the information, as well as a list of appropriate recipients.

All interim and final products are subject to OVC review and approval. OVC will assume the task of bulletin publication, but requires that the grantee submit a well-written and edited, camera-ready document in hard copy and on disk.

Eligibility Requirements: Eligible applicants must demonstrate the organizational and financial capability to complete this project successfully in the allotted 12-month period, basic knowledge of victim issues, and the ability both to conduct a national-scope assessment and convene a national-scope symposium.

Application Due Date: May 30, 1997

Contact Person: Donna Ray, 202/616-3572

ACTION PARTNERSHIPS WITH PROFESSIONAL ORGANIZATIONS

Award Amount: \$120,000 total (awards will range from \$5,000 to \$30,000 per grant, depending on activities proposed by applicants)

Award Period: 12 months

Goal: To improve the capacity of members of professional organizations to respond effectively to the needs of crime victims.

Purpose: To create unique partnerships with national professional and membership organizations to provide information and training to their memberships on crime victims rights and needs.

Background: Many professionals who interact with crime victims -- such as health care providers, mental health, law enforcement and other criminal justice, clergy, educators, and others -- belong to membership or professional organizations that provide information and training to their constituents in various ways. In addition, although many such professionals may frequently work with crime victims, they may not have been formally trained on the best ways of doing so. This project seeks improve the ability of professionals across disciplines to respond effectively to crime victims.

Program Strategy: Organizations whose members frequently interact with victims of crime are invited to submit proposals that 1) offer new victim-related training tracks at national conferences; and/or 2) devise other ways of providing victim-related information to organization members, such as through videotapes, newsletters, periodicals, special monographs, or descriptions of model practices, codes of ethics, membership mailings, or cutting edge technologies. Organizations are also encouraged to create partnerships with other membership organizations in order to provide information and training across disciplines. The purpose of this program is to support new, creative partnerships and cannot be used for ongoing projects.

Eligibility Requirements: Applicants must be from membership or professional organizations, and must demonstrate the financial and organizational capability to manage the proposed grant.

Application Due Date: August 15, 1997

Contact Person: Ashley Oliver, 202/616-3588

ASSISTANCE FOR VICTIMS OF TERRORISM ABROAD

Award Amount: \$50,000 in FY97

Award Period: 12 months

Goal: To improve the capacity of Federal, state, and non-governmental organizations to respond effectively to U.S. citizens who become victims of terrorism abroad.

Purpose: To convene a focus group to identify issues and challenges in responding effectively to U.S. citizens who become victims of terrorism abroad; to foster the implementation of the victim-related provisions of the 1996 Antiterrorism Act; and to develop a coordinated, multi-agency action plan for responding appropriately to victims of terrorism or mass violence abroad.

Background: Like most other victims of crime, victims of terrorism and mass violence want information about their rights and available services, access to the criminal justice system, and treatment with dignity and respect. However, because of complicated international investigations which frequently involve multiple jurisdictions, the rights, needs and services available to victims of terrorism abroad are frequently overlooked. Victims of terrorism and mass violence abroad may not be informed of their rights and may not be linked to the services that are available to them in the country where the incident occurs or in the United States.

On April 24, 1996, President Clinton signed into law the Antiterrorism and Effective Death Penalty Act. This new legislation amends the Victims of Crime Act of 1984 (VOCA) to: 1) provide for a new VOCA eligibility requirement that each state must provide compensation for its own residents who are injured or killed in terrorist attacks in foreign countries, and 2) provide that, in the event of foreign or domestic terrorist acts or mass violence, a state may be eligible to receive a supplemental grant from OVC's reserve fund.

Program Strategy: This solicitation invites applications for one grantee to conceptualize, organize and convene a one day focus group of no more than 20 participants on the topic of assisting victims of terrorism and mass violence abroad. Project tasks and products include:

- Identifying an appropriate balance of participants from federal, state, and non-governmental organizations who are typically involved in the investigation and response to terrorist acts involving U.S. citizens abroad. For example, representatives from the Department of State, state victim compensation and assistance programs, and international relief organizations should be invited to participate. Individuals who have themselves been victims of terrorism abroad should also be invited to participate in the focus group. Up to half of the grant funds may be used to cover travel and per diem expenses for symposium participants.
- Developing an issue paper to send to participants for review prior to the focus group. The issue paper should identify and analyze the range of

current assistance practices and organizations as well as barriers to providing services.

- Identifying and securing a focus group facilitator who is skilled at eliciting information and objectively guiding the process.
- Identifying a focus group agenda and a series of guiding questions. The focus group format should include a presentation of the problem by the grantee or by victims themselves, and a facilitated discussion of ways to respond. Participants will share information about promising practices or suggested approaches, and identify an action plan for further action.
- Convening the focus group, recording proceedings, and debriefing participants.
- Drafting a report summarizing the discussion and recommendations of the focus group, as well as an action plan for a coordinated approach to responding to victims of terrorism abroad. The action plan may include recommendations for specific agencies or organizations, as well as an outline of training and technical assistance needs.
- Producing a list of appropriate recipients for the action plan.

All interim and final products are subject to OVC review and approval. The action plan is intended to serve as a guide for a coordinated response to victims of terrorism or mass violence abroad. OVC will assume the task of publishing the action plan as an OVC bulletin, but will require the grantee to submit a well-written and edited, camera ready document in hard copy and on disk.

Eligibility requirements: Eligible applicants must demonstrate the organizational and financial capability to manage this project. Grantees must demonstrate knowledge of the range of organizations involved in the response to acts of terrorism abroad, as well as an understanding of international issues. Grantees must also demonstrate a thorough understanding of crime victim rights and services.

Application Due Date: May 30, 1997

Contact Person: Ashley Oliver, 202/616-3588

VICTIMS OF MENTALLY ILL OFFENDERS

Award Amount: \$50,000

Award Period: 12 months

Goal: To ensure that the underserved victims of mentally ill offenders are afforded basic rights and services.

Purpose: To determine the specific rights and range of services afforded to victims of mentally ill offenders; to identify problems and barriers; to recommend needed changes; and to develop guidelines for more equitable and consistent treatment in these areas.

Background: Crimes perpetrated by mentally ill offenders are as traumatic and harmful to the victims as crimes committed by mentally stable offenders. Yet these victims are routinely denied basic rights and services. For example, when an offender is confined to a mental institution, the victim does not receive routine notification of the offender's status or the restitution that would be forthcoming if the offender were incarcerated. Furthermore, in the absence of guidelines or a code of accepted practices, case handling varies from state to state. As a result, a subset of the crime victims' population, whose wounds are equally serious or debilitating as the rest, receives disparate treatment by a case disposition process which largely ignores their needs.

In many respects victims of mentally ill offenders are in a position analogous to that of victims of juvenile offenders five or ten years ago. Juvenile justice professionals are increasingly embracing the idea that the age of the offender should not be the factor determining the services and rights accorded to victims. The case can be made that neither should the offender's mental health status be the determinant.

Program Strategy: This solicitation invites applications for one grantee to develop a report for OVC and the field based on a search for current victim assistance practices and one or more focus groups addressing the rights and needs of victims of mentally ill offenders. Project tasks and products include:

- Conducting a national-scope search for promising practices, policies, and procedures for assisting victims of mentally ill offenders;
- Analyzing the collected material and drafting an assessment report which addresses the range of current assistance practices and cites model or promising approaches, as well as deficiencies;
- Defining a strategy for selecting 12 to 15 participants with expertise in or experience with a key facet of the issue;
- Drafting a brief issue paper for focus group participants which defines the basic parameters of focus group discussion;

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- Identifying and securing a group facilitator who is skilled at eliciting information and objectively guiding the process;
 - Developing a focus group agenda and series of guiding questions;
 - Convening the focus group (or groups), recording proceedings, and debriefing participants;
 - Synthesizing the material gained from the national-scope search and the focus group or groups and identifying trends, deficits or emerging issues;
 - Producing a succinct but in-depth report on major issues, barriers to service, promising practices, and recommended guidelines, to serve as an action plan for OVC and the field, and to be published as an OVC bulletin; and
 - Producing a dissemination plan which identifies a means for distributing the bulletin, as well as a list of appropriate recipients.

All interim and final products are subject to OVC review and approval. The published bulletin is intended to serve as a foundation for both OVC and victim assistance in designing or enhancing effective responses to victims of mentally ill offenders. OVC will assume the task of bulletin publication, but requires that the grantee submit a well-written and edited, camera-ready document in hard copy and on disk.

Eligibility Requirements: Eligible applicants must demonstrate the organizational and financial capability to complete this project successfully in the allotted 12-month period, basic knowledge of victims issues, and the ability both to conduct a national scope information search and to facilitate a focus group.

Application Due Date: May 30, 1997

Contact Person: Marti Speights, 202/616-3582

SYMPOSIUM ON PUBLIC-PRIVATE PARTNERSHIPS TO ENHANCE VICTIM ASSISTANCE

Award Amount: \$50,000

Award Period: 12 months

Goal: To enhance the range of victims services and to fill service gaps by maximizing resources available through both the public and private sectors.

Purpose: To convene a symposium on private-public partnerships to enhance victim assistance; to produce a symposium report describing creative private-public partnerships; and to generate recommendations for OVC and the field on ways to promote further collaboration.

Background: Like other human service programs, most victim assistance programs receive the better part of their funding from government agencies. The funding source at the Federal level is the Crime Victims Fund, a repository in the U.S. Treasury which is used to support state crime victim assistance and compensation programs, training programs for victim assistance practitioners, and services for victims of Federal crimes. Funding at the state level may be obtained through state crime victim funds and tax-supported criminal justice or human service agencies. Federal and state guidelines, which proscribe the uses of program funding, ensure that the funded services or resources reach crime victims themselves. While these guidelines are necessary and important, they may limit the kinds of services that are developed and offered.

Private-public partnerships pose one solution to limited program resources. Private organizations may donate time, money, goods, and services to victim assistance agencies and systems. In so doing, they may enable programs to enlarge the scope of government-funded services, or they may complement services that do not receive or are ineligible for governmental support. Private organizations -- business, foundations, and even schools -- can benefit substantially from such efforts, by helping to build better communities in which to operate and prosper, and by engendering good will and public trust.

Program Strategy: This solicitation invites applications for one grantee to conceptualize, plan, and convene a two day symposium to explore efforts that may be jointly undertaken by the private and public sectors to enhance victim services and service delivery systems. Products and tasks will include:

- Conducting a national-scope assessment of promising private-public partnerships;
- Analyzing the collected material and drafting an assessment report, to serve as the foundation for symposium planning, which addresses the range of partnerships;
- Compiling a directory of foundations and private organizations with an interest or commitment to justice issues and community services initiatives;

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- Defining a strategy for identifying symposium participants and an outline to guide participants in drafting discussion papers;
 - Developing a symposium agenda that addresses the structure and order of events, and defining the facilitation process (particularly for eliciting recommendations);
 - Convening the symposium and recording the proceedings;
 - Drafting a report, to be published as an OVC bulletin, which synthesizes assessment material and symposium proceedings, describes promising partnerships, and sets forth recommendations for OVC and the field; and
 - Producing a dissemination plan which identifies the means for distributing the information, as well as a list of appropriate recipients.

All interim and final products are subject to OVC review and approval. OVC will assume the task of bulletin publication, but requires that the grantee submit a well-written and edited, camera-ready document in hard copy and on disk.

Eligibility Requirements: Eligible applicants must demonstrate the organizational and financial capability to complete this project successfully in the allotted 12-month period, basic knowledge of victim issues, and the ability both to conduct a national-scope assessment and convene a national-scope symposium.

Application Due Date: May 30, 1997

Contact Person: Donna Ray, 202/616-3572

NATIONAL CRIME VICTIMS RIGHTS WEEK KIT

Award Amount: \$50,000

Award Period: 12 months

Goal: To heighten and support public awareness of crime victims' issues nationwide.

Purpose: To produce ready-made, adaptable resource materials such as posters, model speeches, press releases, and commemorative activities for use during National Crime Victims Rights Week, 1998.

Background: Each April since 1982, National Crime Victims Rights Week has been formally designated and commemorated at the Federal level. The Federal observance coincides with rallies, vigils, and public education campaigns staged in communities around the nation. The widespread observance of the event is a unique opportunity to articulate a consistent and unified message about the plight of our nation's crime victims, and to draw attention to the work of advocates and activists to restore balance to the administration of criminal justice.

Program strategy: This solicitation invites applications for one grantee to conceptualize, develop, and produce a user-friendly National Crime Victims Rights Week kit for use by victim service providers, advocates, elected leaders, and the general public. Project tasks and deliverables will include:

- Regular meetings with OVC project staff to review and discuss kit components and draft materials;
- An outline of the proposed kit's components and a description of its unifying theme or themes;
- A plan for incorporating materials from national victim advocacy organizations;
- Drafts of written and graphic materials, such as posters and cover art;
- A plan for disseminating the kit as widely as possible;
- A camera-ready, graphics-quality resource kit on disk and hard copy, ready for mailing by mid-January, 1998;
- Distribution of the kit to constituents and users; and
- A user-satisfaction survey, and plan for soliciting feedback.

Eligibility Requirements: Eligible applicants must demonstrate the organizational and financial capability to complete this project successfully in the allotted 12-month period, basic knowledge of victim issues, and previous public relations experience.

Application Due Date: May 30, 1997

Contact Person: Celestine Williams, 202/616-3565

TELEMARKETING FRAUD PREVENTION, PUBLIC AWARENESS, AND TRAINING ACTIVITIES

Award Amount: Funding for this program has not been settled. OVC's ability to support the grant program will depend on the availability of funds. Check with Dr. Duane Ragan, who is listed as the contact person before submitting an application. If funds are available, OVC intends to support three or four projects that range from \$60,000 to \$200,000 each. OVC is encouraging agencies to coordinate the interests and efforts of law enforcement, consumer advocacy, victim assistance, senior citizen, and prevention agencies into the project design. The objective is to draw diverse skill, experience, and knowledge from the variety of organizations that address telemarketing fraud.

Award Period: Projects that warrant multi-year funding based on project design may be considered for funding for up to two grant cycles, depending on the availability of funding. Consideration for continued funding is contingent on OVC's assessment of the success of the first phases of the project.

Goal: To coordinate prevention, education, and intervention services to assist senior citizens at risk of falling prey to telemarketing fraud.

Background: Every day, thousands of Americans receive unsolicited phone calls from telemarketers trying to sell a variety of products. Although the majority of telemarketers represent legitimate businesses, many do not. Unscrupulous telemarketers are successful at swindling consumers out of millions of dollars. Unfortunately many criminal efforts are aimed at elderly senior citizens who do not have time to replenish their savings and who may be devastating the financial losses devastating. This program is designed to prevent telemarketing fraud and to improve services for elderly telemarketing fraud victims.

Purpose: To provide funding support for innovative proposals that involve federal, state, and local efforts among law enforcement, crime prevention, victim assistance, consumer protection, adult protective services, and senior citizen programs in national scope training and technical assistance efforts to prevent and intervene in telemarketing fraud schemes that target elderly citizens. Projects may consist of training, technical assistance, demonstration, or other efforts that: (1) prevent and address telemarketing crimes targeted to senior citizens, thereby preventing revictimization and minimizing the serious effects of these crimes on the elderly; (2) are national in scope or will have a national impact; and (3) provide products or materials that can be easily adapted and disseminated to senior citizen groups and others in the field who assist or come in contact with elderly crime victims. Agencies that generally address telemarketing fraud include consumer protection or consumer credit assistance agencies, members of the banking and credit card industries, victim assistance organizations, local and Federal prosecutors, law enforcement officers, adult protective service agencies, state attorneys general offices, and legal services programs.

Proposals must be congruent with the Violent Crime Control and Law Enforcement Act of 1994, Section 250005(3), which authorizes the Department of Justice "to

conduct, in cooperation with state and local law enforcement agencies and senior citizen advocacy organizations, public awareness and prevention initiatives for senior citizens, such as seminars and trainings.”

Innovative proposals may include:

- Identifying and describing promising practices and programs used to prevent and combat fraud targeted at senior citizens;
- Conducting demonstration projects that address prevention and intervention through coordinating the resources and services of a myriad of agencies and sectors in a given state or community. These should provide intervention at the earliest opportunity and continue support for victims until their cases are resolved (organizations that are not generally thought of in addressing telemarketing fraud such as the religious community and mental health services should be considered in the project design);
- Developing videotapes that illustrate promising practices;
- Providing training and technical assistance to victim and witness assistance programs to improve their responses to victims;
- Developing victim services such as a hotline with counselors for large telemarketing fraud cases;
- Preparing guidelines for victim participation, notification, submission of victim impact statements, collection of restitution, and other methods of recovering losses and preventing revictimization;
- Using technology in innovative ways to assist investigations, offer helpful advice to seniors on how to avoid becoming a victim, or provide public information or training; and
- Creating informational materials for law enforcement officers and prosecutors regarding telemarketing fraud that inform victims of their rights, services they can expect, and describe the civil and criminal justice actions that can be taken.

OVC encourages proposals that involve collaboration between public and private sector organizations and coordination among agencies involved in preventing and addressing telemarketing fraud. Once grants are awarded, grantees will be required to coordinate their projects with other OJP grant programs that address telemarketing fraud.

Program Strategy: In developing the strategy and planning the phases of the project, applicants should consider the kinds of telemarketing fraud that will be addressed; the way victimization occurs and the consequent need for information and services; available data on victims; training and technical assistance that has been provided, its success, and improvements that could be made.

Assessment Phase. The purpose of assessment is to ensure that the services or materials are comprehensive and include the most up-to-date and effective information. This phase will vary depending on the grant's goal or products.

Development of Services and Materials. The services and products must be carefully described. Strategies, approaches, and tasks involved in developing the products must be clearly stated.

Pilot-Testing of Materials. All of the training and technical assistance materials must be pilot-tested and subsequently revised, if needed, based on evaluation findings from the testing process. Plans for testing products and gathering on-going or periodic information on their usefulness and ways to improve them must be included in the application.

Dissemination Process. Procedures for informing potential users and announcing the availability of services, training materials, and on-site technical assistance opportunities must be included. A major element of this grant program is a comprehensive plan for packaging and disseminating a product to the intended audience or user groups so that the it engages interest and enthusiasm.

Second Year Activities. Contingent upon the success of the project's first year activities, continuation funding for an additional funding cycle will be considered. Selection criteria and a selection process will be designed to evaluate the potential impact and usefulness of the project, as well as the grantee's demonstrated capacity to manage the project.

Eligibility Requirements: Eligible applicants must demonstrate the organizational and financial capability to complete the first phase of this project successfully in the proposed project period. Applicants should demonstrate expertise in the area of telemarketing fraud and victim issues, as well as the ability to design and implement a national-scope training and technical assistance project.

Application Due Date: July 15, 1997

Contact Person: Duane Ragan, Ph.D. 202/307-2021

NATIONAL SYMPOSIUM ON VICTIMS OF FEDERAL CRIME

Award Amount: \$350,000

Award Period: 12 months

Goal: The goal of this program is to improve direct services to victims of Federal crime by providing high quality victim assistance training to diverse Federal professionals.

Purpose: To sponsor a national symposium to train Federal Victim-Witness (VW) Coordinators and criminal justice professionals on effective methods of working with victims of Federal crime.

Background: Since 1990 Congress has focused on the rights and needs of Federal crime victims by identifying a range of services that must be available to victims through the Federal criminal justice system. At the same time, Federal criminal statutes have been expanded to include additional crimes. During National Crime Victims' Rights Week in April 1996, Congressional leaders introduced a Constitutional Amendment to protect victims' rights, and on June 25, President Clinton announced his support for the Amendment. In a June 27, 1996 memorandum, the President directed the Attorney General to "take a number of important steps that will improve the treatment of victims in the Federal . . . military . . . criminal justice systems." These steps were to "(1) undertake a system-wide review and take all necessary steps to provide for full victim participation in Federal criminal proceedings; (2) hold the Federal system to a higher standard of victims' rights than ever before; (3) work with other Federal agencies whose missions involve them with the crime victims in order to ensure that a common and comprehensive baseline of participation for victims can be achieved; and (4) review Federal statutes to see what further changes ought to be made."

The President's directive steps up the need for continuing training and technical assistance, and for unprecedented levels of agency collaboration for Federal VW Coordinators. On February 10-14, 1997, OVC sponsored the first National Symposium on Victims of Federal Crime. Over 700 VW Coordinators from Federal agencies attended training together for the first time, and training evaluations reflected a desire for additional training opportunities. The second symposium will serve as a forum for the entire Federal community to receive standardized victim assistance training and to share information and promising practices in Federal victim assistance programs through the government. This symposium will help the Federal criminal justice system to achieve the President's goal of holding the Federal system "to a higher standard of victims' rights than ever before."

Program Strategy:

Assessment. In coordination with OVC, the grantee will compile information on victim assistance in Federal agencies and assess the final report from the previous National Symposium on Victims of Federal Crime. In addition, the grantee will work with OVC to establish a planning committee composed of victim-witness coordinators from various Federal agencies and Indian tribes.

Planning. The grantee will convene the planning committee to choose a conference site, dates, theme, agenda, presenters, and speakers. The grantee will arrange for the conference facilities, including audiovisual capability for a conference of 800-900 participants. The grantee will print and disseminate conference brochures. With the assistance of the planning committee, the grantee will identify both discipline and agency-specific subject areas and training needs. The grantee will arrange for workshop presenters to submit informational materials for inclusion in a conference manual. The grantee will provide for adequate on-site support staff for the Symposium. During all stages, the grantee will work closely with the OVC project monitor.

Training. The grantee will host a four and one-half day national training conference to meet the goal stated above.

Evaluation. The grantee will review conference evaluations and submit a report of those evaluations and recommendations for future training strategies.

Eligibility Requirements: The applicant must have experience in developing and managing large victim assistance training conferences. The applicant must have knowledge of issues associated with the handling of crime victims and witnesses in the Federal criminal justice system. The applicant must demonstrate an organizational capability to organize and host a conference of national scope.

Application Due Dates: May 30, 1997

Contact Person: Sue Shriner, 202/616-3577

VICTIM ASSISTANCE IN INDIAN COUNTRY GUIDEBOOK

Award Amount: \$75,000

Award Period: 15 months

Goal: To improve the response of American Indian tribes to crime victims.

Purpose: To develop a guidebook for developing effective victim services, particularly for domestic violence and sexual assault victims, in Indian country.

Target Audience: The guidebook will target Victim Assistance in Indian Country (VAIC) grant programs and STOP Violence Against Indian Women (VAIW) programs. It will also be available for use by tribal victim service programs throughout the nation.

Background: In FY 1997, OVC will support 32 tribal victim assistance programs under its VAIC discretionary grant program (see VAIC program description). In addition, the Violence Against Women Grants Office will provide funding to up to 108 tribes under its STOP VAIW program. As the number of tribes making services available to victims in their communities increases, it becomes important to provide uniform guidance on program maintenance.

Program Strategy:

Assessment Phase. The purpose of this phase is to assess the status of services to crime victims in Indian country, paying particular attention to the services provided to victims of domestic violence and sexual assault. The first task is to survey the VAIC and STOP VAIW programs to determine current practices. The survey should request information on the types of victims served; the types of services provided; program structure (i.e., where the program is housed); qualifications of program staff; use of volunteers; interaction with Federal, state, and local resources; the involvement of the tribal government in establishing and maintaining the program; record keeping; and other relevant subjects. The grantee will use survey results in compiling a list of best practices.

Project Advisory Committee. The grantee will organize an advisory committee composed of individuals who work with victims in Indian country and who provide training to Indian country victim service providers. The committee will help to identify promising practices, develop an outline of Guidebook contents, and provide guidance on the final product.

Development of Guidebook. The grantee will develop a Victim Assistance in Indian Country Guidebook that will aid in the establishment and maintenance of programs to serve victims of domestic violence, child physical and sexual abuse, sexual assault, homicide, and other crimes. The Guidebook will be targeted toward all tribes and should help tribal programs identify and marshal local and national resources to serve crime victims in the most effective manner. It should address, at a minimum, the following six key areas: 1) establishing tribal victim services programs; 2) coordinating services with Federal, state, and local resources; 3)

recruiting and training volunteers; 4) managing and record keeping; 5) working with tribal governments; and 6) addressing the unique needs of crime victims in Indian country and the obstacles to providing services and rights.

Pilot Testing of Guidebook. The grantee will pilot test the Guidebook at one VAIC site and one STOP VAIW site. The grantee will use the Guidebook to conduct a one to two day training session followed by a one to two day technical assistance visit to each of the sites. Following each visit, the grantee will conduct a debriefing of training and technical assistance recipients to measure the Guidebook's effectiveness. The grantee will use this feedback to make any necessary modifications.

Dissemination of Guidebook. Upon finalization of the Guidebook, the grantee will reproduce it and disseminate it to all VAIC and STOP VAIW programs.

Eligibility Requirements: Applicants must have a thorough understanding of and experience with victim issues in American Indian tribal communities.

Application Due Date: May 30, 1997

Contact Person: Bill Brantley, 202/616-3574

INDIAN NATIONS CONFERENCE

Award Amount: \$300,000

Award Period: 15 months

Goal: To sponsor a national conference to train victim service providers and criminal justice professionals on working with crime victims.

Purpose: To improve the skills of multidisciplinary professionals in responding to the needs of Native American crime victims.

Background: Through the Victims Assistance in Indian Country program, OVC supports 36 tribally-based victim service programs. Further, under the Children's Justice Act Discretionary Grant Program for Native Americans, OVC currently provides direct funding to 20 tribes to improve the investigation, prosecution, and case handling of child abuse. Since 1988, OVC has sponsored six national conferences to bring together tribal, state, and Federal professionals who work on behalf of crime victims in Indian country. Those conferences have provided training to victim service providers, prosecutors, law enforcement officials, judicial personnel, and health and mental health professionals from the tribal, Federal, and state levels on best practices in establishing effective victim assistance services. In addition, they have presented models for coordinating tribal, Federal, state, and local resources to respond to crime victims in Indian country.

Program Strategy:

Assessment. The grantee will compile information on victim assistance in Indian country and previous Indian Nations Conferences. In addition, it will work with OVC to organize a planning committee composed of tribal, Federal, and state representatives.

Planning. The grantee will convene a planning committee to decide upon conference site, dates, theme, agenda, presenters, and speakers. The grantee will arrange for conference facilities and print and disseminate conference brochures that contain scholarship applications. The grantee will arrange for workshop presenters to submit informational materials for inclusion in a conference manual and will collect and compile information for the manual that will support the training offered. Finally, the grantee will select scholarship recipients based on criteria established in conjunction with OVC. At all stages, the grantee will work closely with the OVC project monitor.

Training. The grantee will host a three-day national training conference to meet the goal stated above.

Evaluation. The grantee will review conference evaluations and submit a report of those evaluations and recommendations for future training and technical assistance strategies.

Eligibility Requirements: The applicant must have knowledge of and experience with victim assistance in Indian country and must demonstrate an organizational capability to organize and host a conference of national scope.

Application Due Dates: May 30, 1997

Contact Person: Bill Brantley, 202/616-3574

Section II: Application Kit

Application Checklist

Use this checklist to ensure that your application is complete. Failure to include any of the following items may result in disqualification. All forms, assurances, and lists of contacts are provided in the pages that follow.

- ☐ Complete and sign the Standard Form (SF) 424, Application for Federal Assistance.
- ☐ See item 10 on the SF 424. The catalog of Federal Domestic Assistance number is 16.582 for the Victims of Crime Discretionary Grant Program and 16.583 for the Children's Justice Act Discretionary Grant Program for Native American Indian Tribes.
- ☐ Complete the Budget Detail Work Sheet.
- ☐ Sign the Assurances.
- ☐ Include the Letter to the Director, Office for Victims of Crime, certifying that the Federal funds will supplement, not supplant, applicant resources.
- ☐ Attach the Single Audit Act Information and the Civil Rights Information sheets.
- ☐ Complete and sign the Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements.
- ☐ Include the program abstract.
- ☐ Check to see that the program narrative addresses the items requested in "Instructions for Application Narrative."
- ☐ If you have not received Federal funds in the past, or if you are a for-profit applicant, fill out the OJP Form 7120, Accounting System and Financial Capability Questionnaire.
- ☐ Print the application on 8 ½ inch x 11 inch paper on one side of the paper.
- ☐ Limit the program narrative section to 35 double-spaced pages in no less than 12-point type.
- ☐ Include position descriptions, staff qualifications, and individual resumes as appendices or attachments to the program narrative.
- ☐ Submit the completed grant application with original signatures and **five additional** copies. Please do not bind or coil bind the applications.
- ☐ Submit all applications by their deadline dates.
- ☐ Mail or hand-deliver the application package to:

Office for Victims of Crime Mail Room
633 Indiana Avenue, NW.
Room 303
Washington, D.C. 20531-0001

Instructions for Application Narrative

Program Abstract

An abstract that highlights the purposes, goals, methods and anticipated benefits of the proposed project must be included. It should not exceed one double-spaced page.

Program Narrative

Each application must contain a program narrative that justifies and describes the program to be implemented. **The program narrative may not exceed 35 double-spaced pages on 8½ by 11 inch paper. Single-spaced or one and one-half spaced narratives will not be accepted. Margins must not be less than 1 inch, and the font must be no smaller than 12 point type. Applications that do not conform with these requirements may not be forwarded for competitive review. The 35 page limit does not include the forms, the abstract, or appendices.** The position descriptions and qualifications, as well as individual resumes, may be submitted as appendices to the application. Numerous and lengthy appendices and attachments that are not directly related to the project are strongly discouraged. OVC is unable to copy videotapes or lengthy publications that are sent as examples of the grant applicant's work. Consequently, peer reviewers will not receive these attachments as part of the review process.

The program narrative must include:

1. Program Goals

Applicants should use the goals stated in the specific solicitation as the basis for a succinct and clear statement of the program's projected utility to the victims' field. For example, if the solicitation states as its goal, "To increase and enhance services provided by prosecutors to crime victims," then the applicant should briefly explain how their particular proposal will achieve that goal and the necessity *in the field* for enhancing prosecutor-based victims services.

2. Program Strategy and Implementation Plan

The program strategy must include sufficient detail so that the reader can understand what will be accomplished, how it will be accomplished, and who will accomplish it. The applicant must describe

- The project's intended services or products, such as training and technical assistance, training curricula, promising practices compendia, symposia, or videotapes;
- The strategy and tasks for developing the services and products;
- How and to whom the products or services will or should be disseminated;

-
- How the project will be coordinated with other organizations, victim services, and criminal and juvenile justice systems, as well as joint or cooperative efforts;
 - Any unusual features of the project, such as design or technological innovations, reductions in cost or time, or extraordinary community, volunteer, or private sector involvement;
 - Procedures for testing the product, or obtaining feedback about the utility of the service or product to the field.

All proposed tasks should be set forth so that a reviewer can see a logical progression of tasks and relate those tasks directly to the accomplishment of the project goal(s). Projected activities should be realistic and reflect the project's allocated time, staff, and funding resources. A clear picture of the contents or components of the product or training is important, as is a detailed plan for packaging and disseminating the product to user groups. In the past, reviewers have given higher scores to applications that describe how they will introduce the products to the field and encourage their use, than to those applications that do not. Detailed procedures for pilot testing and refining the products have also resulted in higher scores.

Applicants must show that they will use grant resources cost effectively and efficiently, and that all grant-related expenses are necessary to the project's completion. Tasks and activities described in the narrative should track with the budget, and all the identified costs should accurately reflect the tasks, staff time, supplies, and (if applicable) travel necessary to finish the grant-related work successfully.

3. Organizational Capability, Program Management and Staffing Plan

Applicants must demonstrate how their resources, capabilities, and experience will enable them to achieve the goals and accomplish the tasks of the program for which they are applying. A specific description of the applicant's management structure, previous experience with similar or related efforts, and a description of the professional staff members' unique qualifications should be included.

Applicants should describe how the program will be managed. An organizational chart describing the roles and responsibilities of key organizational and functional components and a list of key personnel responsible for managing and implementing the major stages of the project must be included.

The proposed project director must have the substantive expertise and experience to perform crucial leadership functions and must have sufficient time allocated to the project to provide the needed guidance and supervision. Applicants must present detailed position descriptions, qualifications, and selection criteria for each position. These items as well as vita or other information qualifying project staff may be added as attachments or appendices to the application.

4. Time-Task Plan

Applicants must develop a time-task plan for the duration of the project period that clearly identifies major activities and products. This must include designation of organizational responsibility and a schedule for the completion of the activities and the submission of finished products. In preparing the time-task plan, Gantt chart, or schedule, applicants should make certain that all project activities, including publication or reproduction of project products and their initial dissemination, will occur within the proposed project period. The plan must also provide for the submission of written progress reports. Recipients are required to submit an initial quarterly and subsequent semiannual progress reports.

5. Program Budget

See the Budget Detail Worksheet in the forms section of the application kit. Budgeted items and their costs will be entered on this form. Applicants must justify the costs of individual items such as staff, travel, etc. and show how they were computed. Applications containing contracts must include detailed budgets for each organization's expenses. Applicants should plan to attend an OVC discretionary grantee meeting and, with the exception of local grantees, budget this at an annual cost of \$1,000. Funds cannot be used to cover construction costs.

6. Assessment

Each application must provide a plan for assessing the project's effectiveness. The assessment should address items such as the units of service provided, number of individuals trained, number of agencies provided technical assistance, number/type of products disseminated, user satisfaction, cost-effectiveness of the program, and the benefit to the field. Information about how well it worked, unanticipated benefits that resulted, and the replicability of the program are elements that can be included in the plan for assessing the program. For technical assistance projects, applicants should develop a mechanism for gathering feedback from both the users and providers of the technical assistance. Assessment information must be submitted as part of the final report that is due within 120 days of project completion.

Procedures for Selection

Applications will be reviewed internally for completeness and basic responsiveness to the individual solicitation. Responsive applications will then be forwarded to peer review panels of individuals with expertise in the respective program area. The peer review panelists will individually score each component of an application based on the weighted evaluation criteria described below. The peer review panel will then, as a group, generate an average score and rank for each application. Where relevant, OVC staff will supplement the peer review findings with information about the previous performance of applicants who have received Federal grant awards in the past. OVC staff will forward these two items to the OVC Director with a recommendation for funding. The OVC Director has the ultimate authority to select an application for funding.

Applications for each program described in Section I, except where other point values or categories have been specifically identified, will be evaluated and rated by the peer review panels based on the extent to which they meet the selection criteria listed below.

Selection Criteria

1. **Project Strategy/Design** (40 points): This criterion addresses how well the project design supports the purpose and goals of the grant program. The applicant's strategy or design must include a description of project phases, tasks, and activities, and clear descriptions of interim deliverables and final products. In assigning a point score, reviewers will be asked to measure the project's projected utility to the field against the stated goals of the grant.
2. **Implementation Plan and Budget** (20 points): This criterion measures how well the program will be managed. Reviewers will look at the identified project tasks, milestones, and the assignment of staff resources within the framework of the proposed time-task line. Applicants must demonstrate that there is sufficient staff and time to accomplish the proposed tasks in a cost-effective manner.

Applicants must explain how budget items are computed and why they are vital to the project, and must clearly relate them to identified tasks described in the narrative. For example, if the applicant has planned an extensive survey, the budget should reflect the staff time necessary to identify the sample, make follow-up calls or conduct other activities to collect information. If an applicant proposes distributing a large number of training manuals, the budget should allocate sufficient funds for printing. Applicants should not include items that are not fully necessary to the project, such as a computer used to develop a small printed product (e.g., brochures).

3. **Organizational Capability** (30 points): Points will be awarded based on the applicant's stated capability to undertake and complete a national-scope, Federally funded project, and evidence that the applicant possesses the requisite staff and expertise. Organizational capability will be assessed on the basis of (1) the applicant's described management structure, previous experience with similar or related efforts, and financial capability (15 points); and (2) the applicant's project management plan and documentation of the professional staff members' unique qualifications to perform their assigned tasks (15 points).

Some of the program announcements in ***Section I*** of this kit list additional eligibility requirements specific to the goals of the particular program. For example, applicants for the *Customized Victim Notification Technologies* program must demonstrate that the capability to design an automated victim notification system and the ability to assess an agency's needs for training and technical assistance on setting up a new victim notification system or improving an existing one. Applicants must clearly establish that their

experience and resources will enable them to achieve the goals and objectives of the grant for which they are applying.

4. **A Plan for Measuring Progress and Outcome** (10 points): This criterion assigns points to the applicant's plan for determining how the proposed program will accomplish its purpose. Applicants should describe the criteria and units of measurement used to assess the project's effectiveness, such as number of individuals trained, positive changes that the trainees have made as a result of having been trained, any new capacity or improved response to victims that was developed as a result of the training, the number and type of agencies that received technical assistance, the number and type of products disseminated, user satisfaction data, and the cost-effectiveness of the program. Requests for materials and for repeat training are also strong indicators of success. For training or technical assistance projects, applicants should develop a mechanism for gathering feed back from the consumers and providers. For example, both the opinions of those who receive the training (trainees) and the opinions of those who use the product to provide training or information to others (trainers) must be considered in evaluating or assessing the success of the product.

Quality of Previous Performance

In their recommendation to the Director, OVC staff will augment the review panel scores and findings with information about the performance of an applicant awarded previous grants from OVC or other Federal agencies. Emphasis will be placed on the delivery of complete, up-to-date, and responsive products that were well-received by practitioners in the field. Indicators of an applicant's previous performance include evidence that the products and services were requested and used, received positive evaluations, and produced tangible benefits. In addition, staff will address the applicant's ability to accomplish the goals of the grant; to meet deadlines or adjust to difficulties by setting new, realistic time lines and revising plans; and to keep OVC staff informed of grant progress and problems.

Administrative and Financial Requirements

The use of discretionary grant funds is governed by the provisions of the Office of Management and Budget (OMB) circular A-110. Additional information and guidance are contained in the Office of Justice Programs' *Financial Guide*, which includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. Copies of the Guide are available from the Department of Justice Response Center at 1-800-421-6770.

Grant Funds Must Supplement and Not Supplant

A written certification, in the form of a letter, addressed to the Director, Office for Victims of Crime must be included in the application kit. This letter must certify that Federal funds will be used to supplement existing funds for program activities and not replace those funds which have been appropriated for the same purpose. If

the funds will support a new activity that has received no prior Federal funds, this should be stated. Potential supplanting will be the subject of application review, as well as pre-award review, post-award monitoring, and audit. If there is a potential presence of supplanting, the applicant or grantee will be required to supply documentation demonstrating that the reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of Federal funds. A sample letter of certification to the Director of the Office for Victims of Crime is included in this application kit in the forms section.

Audit Requirement

Applicants are required to identify the beginning and end dates of the organization's fiscal year and the name of the organization's cognizant Federal agency, in block 11 of the SF 424. Audits of institutions of higher education and other non-profit institutions must comply with the organizational audit requirements of OMB circular A-133, which states that recipients who expend \$300,000 or more of Federal funds during their fiscal year are required to submit an organization-wide financial and compliance audit report within 13 months after the close of each fiscal year during the term of the award to their cognizant Federal agency.

State and local units of governments must comply with the organizational audit requirements of OMB circular A-128, which states that recipients who receive more than \$25,000 of Federal funds during their fiscal year are required to submit an audit report to their cognizant Federal agency. Recipients who receive less than \$25,000 of Federal funds are exempt from the audit requirements.

Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants should read and sign the certification form included in this application kit. Signing this form commits the applicant to compliance with the certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," and 28 CFR Part 67, "Government-Wide Debarment and Suspension (Nonprocurement) and Government-Wide Requirements for Drug-Free Workplace (Grants)." The certification will be treated as a material representation of the fact upon which reliance will be placed by the U.S. Department of Justice in making awards.

Civil Rights

All recipients of Federal grant funds must comply with the nondiscrimination requirements set forth in various Federal laws. All applicants should consult the assurances to understand the applicable legal and administrative requirements.

If, after a due process hearing, any court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds, the recipient must agree to forward a copy of the finding to the OJP Office of Civil Rights.

If the applicant is applying for a grant of \$500,000 or more, U.S. Department of Justice regulations (28 CFR 42.301 *et. seq.*) require that an Equal Employment Opportunity Plan be included with the application submission if it is not already on file.

Program Monitoring

Award recipients and Project Directors assume certain responsibilities as part of their participation in government-sponsored grant programs. OVC's monitoring activities are intended to help grantees meet these responsibilities. They are based on good communication and open dialogue, with collegiality and mutual respect. Some of the elements of this dialogue are

- Communication with OVC in the early stages of the grant, as the project design is developed and operationalized.
- Timely communication with OVC regarding any developments that might affect the project's compliance with the schedules, activities, and products set forth in the proposal.
- Communication with other OVC grantees conducting related training and technical assistance or demonstration projects. An OVC meeting with discretionary grantees should be anticipated and, with the exception of local grantees, should be budgeted for by applicants at a cost up to \$1,000 for each year of the grant.
- Providing OVC on request with brief descriptions of the project and its activities at such time as the information may be needed to meet OVC's reporting requirements to Congress. OVC will give as much advance notification of these requests as possible, but will expect a timely response from grantees when requests are made. OVC is prepared to receive such communication through electronic media.
- Providing OVC with information about presentations made at conferences, meetings, and elsewhere based on the work of the project.
- Providing OVC with prepublication copies of articles based on the project appearing in professional journals or the media, either during the life of the grant or after.
- Making presentations to OVC staff on the activities of the project. If this is planned, then relevant travel costs must be included in the budget.

Reporting Requirements

Progress Reports: OVC Program Managers should be kept up-to-date on project activities. Written progress reports should inform the Program Manager of tasks that have been completed and whether significant delays or departures from the original work plan are expected. Recipients are required to submit an initial quarterly and subsequent semiannual progress reports. The progress reports describe activities during the reporting period and the status or accomplishment of objectives as set forth in the approved award documents and/or subsequently approved project time line. Progress reports are due for the first full calendar quarter that the grant is active and then every six months after that for the remainder of the award period. Progress reports are due on the 30th day following the end of that reporting period.

For example, if the grant award date is October 1, the first report would cover the period from October through December and would be due January 30. The next report would cover the period of January through June and would be due July 30. If the date on the award is November 1, the first report would cover the period of November through March (January through March being the first full quarter the award is active) and would be due April 30. The next report would cover the period of April through September and would be due October 30. A report is due every six months.

A final report, which provides a summary of progress toward achieving the goals of the grant, major project activities, significant results, and any products developed, is due 120 days after the end date of the grant. Report forms will be provided to the recipient by OVC.

Financial Status Reports: Financial status reports (SF 269A) are due quarterly on the 45th day following the end of each calendar quarter. A report must be submitted every full quarter the award is active. The final report is due 120 days after the end date of the award. The Office of the Comptroller will provide a copy of this form in the initial award package.

Fund draw-downs and future awards may be withheld if progress and financial status reports are delinquent. An original and two copies of all reports must be sent to the Office of the Comptroller at 633 Indiana Avenue NW, Washington, D.C. 20531-0001.

Timeliness

Grantees are expected to complete award products within the time frames that have been agreed upon by OVC and the grantee. OVC recognizes that there are legitimate reasons for project extensions. However, OVC does not consider the assumption of additional projects that impinge upon previous time commitments as legitimate reasons for delay. If a delay is anticipated, the grantee must contact the assigned OVC program specialist to negotiate a new due date and submit a revised

time/task line for the project. Projects with unreasonable delays can be terminated administratively. In this situation, any funds remaining are withdrawn from the grantee. Future applications from either the Project Director or the recipient institution are subject to strict scrutiny and may be denied support based on past failure to meet minimum standards.

Publications

In cases where grantees disseminate their findings through a variety of media, such as professional journals, books, and conferences, copies of such publications should be sent to the Program Manager as they become available, even if they appear well after a project's expiration. OVC imposes no restriction on such publications other than the following acknowledgment and disclaimer:

This project publication was supported by grant number _____ from the Office for Victims of Crime. Points of view are those of the author(s) and do not necessarily represent the position of the U.S. Department of Justice.

Suspension or Termination of Funding

The Office of Justice Programs may suspend, in whole or in part, terminate funding for, or impose another sanction on a grantee for the following reasons:

- Failure to comply substantially with the requirements or statutory objectives of the Victims of Crime Act of 1984 as amended, applicable OVC program guidelines, or other provisions of Federal law.
- Failure to make satisfactory progress toward the goals or strategies set forth in a cooperative agreement or grant application;
- Failure to adhere to grant agreement requirements, standard conditions, or special conditions;
- Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding;
- Failure to submit reports; or
- Filing a false certification in the application or other report or document.

Before imposing sanctions, the Office of Justice Programs will provide reasonable notice to the grantee of its intent to impose sanctions and will attempt to resolve the problem informally. Hearing and appeal procedures will follow those in Department of Justice regulations in 28 CFR part 18.

Section III: Concept Papers for FY98

OVC is soliciting concept papers for innovative demonstration, training, and technical assistance programs for funding consideration in FY98. ***Though the total amount reserved depends on the availability of discretionary VOCA funds, OVC hopes to support two to four projects that range from \$50,000 to \$100,000 each.***

Projects must address an ongoing or emerging need and be national in scope or have a national impact by providing materials or training that improve the quality of services to crime victims. Projects may: 1) develop training materials and training on a variety of specific topics relating to crime victims; 2) develop informational materials for crime victims or products that can easily be adapted and disseminated to practitioners in the field; or 3) enhance a specialized victim assistance program that can serve as a laboratory or training site for others. If the project addresses training and technical assistance, there must be a plan to pilot-test and revise materials based on the results of the pilot test. All projects must include a strategy for measuring the outcome or assessing the impact of the project on crime victim services.

The papers will be reviewed and ranked in FY98, and applicants with the highest scores will be invited to submit a full proposal which will be considered for funding during FY98. Concept papers must be within OVC's funding authority to be considered.² **Activities outside the scope of OVC's funding authority include prevention, treatment for perpetrators, research, evaluation, and other activities not directly linked to assisting crime victims.**

paper applications with submissions in other OJP agencies' annual program plans. For example, the Bureau of Justice Assistance has indicated their interest in addressing criminal justice issues in rural communities. As OVC is interested in projects that address the needs of crime victims in rural areas, a joint initiative could be forged. Also, applicants may be able to interest other governmental or nongovernmental funders in a joint project.

OVC will continue to be responsive to the field by funding concept papers that reflect new priorities and directions in victim services. Concept papers may focus on the needs of a specific group of crime victims, such as tourists victimized in the United States; victims of gang violence; or children impacted by witnessing domestic violence. Papers may offer new ways to improve the quality of services or may highlight a new concept or design for providing services.

²OVC has limited statutory authority under the Victims of Crime Act (VOCA), as amended [42 U.S.C. 10601]. Section 1404© of VOCA authorizes OVC to use Crime Victim Funds to support demonstration projects and training and technical assistance services to eligible crime victim assistance programs and for direct services to Federal crime victims.

Topics that surfaced during the past year from the field and in meetings with constituent groups include:

- Training for staff in institutions, such as hospitals, that are likely to come in contact with the victims at the occurrence of the crime; or organizations that interface with victims on a daily basis, such as schools or the workplace;
- Victim assistance training for employees of malls or other business associations, private security companies, or others who encounter victims in their work environments, but are not generally trained to be sensitive to crime victim issues or involved in providing support and information to crime victims;
- Information and training on addressing crime victimization that occurs in the line of duty for professionals such as law enforcement officers and private security guards or in the workplace for professionals such as teachers, convenience store operators, and others;
- Training or demonstration models that develop partnerships, policies, programs, or use technology to overcome the challenges of serving victims in rural environments and in Indian Country;
- Training that is packaged and disseminated in ways that make the information more accessible and likely to be used by practitioners providing services to crime victims such as videotapes that can be used at roll call training by law enforcement agencies;
- Procedures, program materials, or training that illustrates and provides guidance on effective ways to involve crime victims in training, advocacy and direct services programs;
- Hospital-based victim assistance programs for adolescent victims of gun violence;
- Train the trainer curricula for responding to victims and survivors of mass transportation disasters caused by criminal activity;
- Innovative use of technology to benefit victims and provide training;
- Assistance practices that are responsive to “hidden” or underserved victim populations, including victims of hate-bias crimes, elderly, and disabled crime victims.

The examples above are given to illustrate the kinds of activities that can be funded, but not to limit innovative ideas and approaches.

The major questions to consider in submitting the concept paper are:

-
1. Is there a strong project design that will result in a tested training curriculum or other product that will improve practice and therefore services for crime victims?
 2. Is the product or activity unique? If not, is the project designed to temper the product or training so that it is of greater use, more accessible to practitioners, or more responsive to a new or wider group of crime victims?
 3. Is a strategy included to introduce the new information or product into the practice of those who work on a daily basis to assist crime victims?

Format and Content

Concept papers should include a cover sheet, a narrative, and a preliminary budget.

1. **Cover Sheet**: The cover sheet must include:
 - a. A **title** describing the proposed project;
 - b. The **name and address** of the applicant organization submitting the paper;
 - c. The name, title, and telephone number of a **contact person** who can provide further information about the paper;
 - d. The **amount** of funding to be requested; and
 - e. A one paragraph **summary** of the proposed project.
2. **Program Narrative**: The narrative should be no longer than 10 double-spaced pages in 12 point type on 8 ½ by 11 inch paper. The narrative should describe briefly:
 - a. Why the project is needed, or the problems that the proposed project will address; why existing materials, programs, training services or other resources do not address those problems; and how it will improve the response to crime victims.
 - b. What will be done if a grant is awarded. Explain the goals of the project in simple, straightforward terms. Include a summary description of the proposed project and the project design, including the length of the project period.
 - c. How the impact of the project on victim services will be measured. Applicants should include a summary description of how the project will be assessed and how its effectiveness and replicability can be measured. The assessment might address items such as the units of service provided, number of individuals trained, number of agencies

provided technical assistance, number/type of products disseminated, user satisfaction, and benefit to the field.

- d. How others will find out about the project and be able to use the materials or services generated.
 - e. How the applicant's prior experience and organizational resources will support the accomplishment of the project envisioned in the concept paper, and how the proposed project fits within the overall mission of the applicant organization.
3. **Budget.** A preliminary budget must be attached to the narrative that includes the estimates of proposed project costs. Applicants should plan to attend an OVC discretionary grantee meeting and, with the exception of local grantees, budget this at an annual cost of \$1,000.

Selection Criteria

All concept papers will be evaluated on the basis of the following criteria:

- 1. The demonstrated need for the project (15);
- 2. The soundness and innovative quality of the approach described, including the reasonableness of the proposed budget (35);
- 3. The degree to which the materials, training, technology, or other results of the project can be used by other programs and communities. The ability to create and disseminate products that effectively transfer the information and ideas developed is of primary importance (30); and
- 4. Organizational capability, including a showing of how the proposed project fits within the applicant's organizational mission (20).

Review Process

A review committee composed of OVC and OJP staff experienced in victim issues will use rating sheets to score those concept papers that fall within the scope of OVC's funding authority and merit serious consideration by the Director.

Submission Requirements

Submit an original and five copies of all concept papers submitted for consideration in FY 1998. Concept papers must be mailed to :

Office for Victims of Crime
633 Indiana Avenue NW
Washington, D.C. 20531-0001

Concept Paper Due Date: November 3, 1997

Contact Person: Marti Speights, 202/616-3582

Instructions for Completion of the Application for Federal Assistance (SF 424)

The Application for Federal Assistance is a standard form used by most Federal agencies for application for Federal assistance. It contains 18 different items, all of which must be completed in order for your application to be reviewed. The Office for Victims of Crime cannot accept the application without a completed and signed SF 424.

- Item 1** **Type of Submission:** OVC discretionary grant funds cannot be used for construction or building purposes. Check the "Non-Construction" box in the application section.
- Item 2** **Date Submitted:** Indicate the date you sent the application to OVC. The "Application Identifier" is the number assigned by your jurisdiction, if any, to track applications. If your jurisdiction does not assign an identifier number, leave this space blank.
- Item 3** **Date Received by State:** Leave blank. OVC applicants are exempted from the requirement to submit applications to a State Single Point of Contact.
- Item 4** **Date Received by Federal Agency:** This item will be completed by OJP.
- Item 5** **Applicant Information:** The "Legal Name" is the unit of government or the parent organization. For example, the primary or parent organization of a law enforcement agency is the name of the city or township. Thus, the city or township should be entered into the Legal Name box and the name of the law enforcement or other agency should be entered into the Organizational Unit box. One person should be designated as the contact for the proposed project, and that person's telephone number should also be included. It is not unusual for the name of the contact person to differ from the authorized representative of your agency in item 18 below.
- Item 6** **Employer Identification Number:** Each employer receives an employer identification number from the Internal Revenue Service. Generally, this number can be easily obtained from your agency's accountant or comptroller.
- Item 7** **Type of Applicant:** Enter the appropriate letter in the space. If the applicant is representing a consortium of agencies, specify by checking Block N and entering "consortium."
- Item 8** **Type of Application:** Check "new."
- Item 9** **Name of Federal Agency:** Type in "Office for Victims of Crime."

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- Item 10** **Catalog of Federal Domestic Assistance Number:** For OVC discretionary grants, the number is 16.582, and the title is Crime Victim Assistance/Discretionary Grants. The number for the Children's Justice Act Discretionary Grant Program for Native Americans is 16.583.
- Item 11** **Descriptive Title of Applicant's Project:** Type in: (1) the title of the program as it appears in the solicitation or announcement, and (2) the name of your cognizant Federal agency. The cognizant Federal agency is generally the Federal agency from which the applicant agency receives the most Federal dollars.
- Item 12** **Areas Affected by Project:** Identify the geographic area(s) encompassed by the project. Indicate "Statewide" or "National," if applicable.
- Item 13** **Proposed Project Dates:** Fill in the begin and end dates of the project. These dates may be adjusted by the OVC when the award is made.
- Item 14** **Congressional Districts:** Fill in the number of the congressional district in which the project will be located as well as the congressional district(s) the project will serve. Indicate "Statewide" or "National," if applicable.
- Item 15** **Estimated Funding:** On line "a," type in the amount of Federal funds requested, not to exceed the dollar amount allocated in the program announcement. Indicate any other resources that will be available to the project and the source of those funds on lines "b through f," as appropriate.
- Item 16** **State Executive Order 12372:** OVC applicants are exempted from the requirement to submit applications to a State Single Point of Contact. Please mark the appropriate box in item 16. The answer is, **No, program is not covered by E.O. 12372.**
- Item 17** **Delinquent Federal Debt:** This question applies to the applicant organization. Categories of debt include delinquent audit disallowances, loans, and taxes.
- Item 18** **Authorized Representative:** Type the name of the person legally authorized to enter into contracts on behalf of your agency. The signature on the original application must be signed in blue ink and/or stamped as "original" to help distinguish the original from the photocopies.

Forms Appendix

Application for Federal Assistance (SF 424) Form

Instructions for Completion of the Application for Federal Assistance (SF 424)

Sample SF 424 Form

Budget Detail Worksheet Form

Sample Budget Detail Worksheet Form

Assurances Form

Certification Regarding Lobbying; Debarment, Suspension, and Other
Responsibility Matters; and Drug-Free Workplace Requirements

Disclosure Form to Report Lobbying

Single Audit Act Information

Civil Rights Information

Sample Non Supplant Letter

Accounting System and Financial Capability Questionnaire (**Only fill out this form if
you are a new grantee who has not received Federal funds in the past.**)

Budget Detail Worksheet Form

Sample Budget Detail Worksheet Form

assurances form here

Grant Funds Must Supplement and Not Supplant Letter

Aileen Adams, Director
Office for Victims of Crime
633 Indiana Avenue, NW
Washington D.C. 20531-0001

Dear Ms. Adams:

I am writing to certify that the Federal funds requested by (list agency) will be used to supplement existing funds for program activities and will not be used to support activities for which funds have been previously awarded or appropriated.

Sincerely,

Jane Doe
Executive Director